

A TVTOR

T O
Tachygraphy,
O R,
Short-vvriting,

Wherein the Rules of the said
Art, are severally explained by way
of Questions and Answers, to
the weakest capacities that desire
to learne the Art.

Whereunto are added;
Diverse new Rules and Directions
never published till now, for the fur-
ther perfecting of such as have al-
ready Learned.

BY THOMAS SHELTON,
Author and teacher of the said Art.

Printed at London for Samuel Cartwrights
and are to be sold at the hand and
Bible in Duck-lane. 1642.





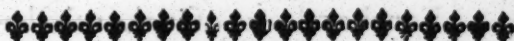
To the Reader.

HAVING had experience above these twenty yeares of the benefit which many hundreds have reaped by this Art of *Short.writing*, it hath been part of my study to contract it into as short, and withal as easie a method as might be: yet becaule some, not fully understanding the Rules in my booke of *Tachygraphy*, or *Short-writing* (though there be little difficulty in them) have beene discouraged in their proceeding therein, I have
A 2 thought

To the Reader..

thought it necessary in this present Treatise, by way of Questions and Answers, to propound and resolve whatsoever I can imagine may be made scruple of concerning the Art. I do not know what can be further added to make it more plain or short: but if there be any that shall yet make any doubt concerning any of the Rules, if they please to repaire to me, I shall be ready to give them the best satisfaction I can.

Thomas Shelton.



CHAP. I.

Concerning the Rules of Abbreviation.

Quest. I.

I Have heard many commend the Art of Short-writing, and I would willingly learne it if I knew what benefit I might reape by it; I pray what is the use and benefit of it?

Answ.

The benefit is much, divers wayes, in regard of the secrecy, brevity, celerity, and perpetuity of it.

1. Sometimes a man may have occasion to write that which he would not have every one acquainted with, which being set downe in these Characters, he may have them for his owne private use onely. And I have taught divers, who have learned it for that very end. And divers Merchants and Factors, who have in forraigne parts used Bibles and Testaments, written in this hand, where they durst not make use of those that are Printed.

2. For brevity, it is of no small use: for by this Art, as much may be written in one page, as can be written in

fix, in another ordinary hand.

3. For the celerity of it, the rules being learned perfectly; one may write as fast as any man ordinarily speaketh as there be many hundreds which I have taught that can from their owne experience tellifie.

4. Many things of good use are, and have been by this Art preserved, which otherwise had beene lost, as may appear by the workes of divers worthy men by this Art taken, and published, which else had perished with the breath that uttered them.

Quest. 2

But will not the writing of this hand be a hinderance to the writing of other ordinary hands, as Romane, or Secretary, &c. I have beene told it will?

Ans. w.

There are none that have had the experience of it will say so. I my selfe have taught as good Pen-men as most are in the Kingdome, that never found this inconvenience; nay I have heard divers speake it, that it hath beene a furtherance to the command of their hand in other writing. And I would faine know why the writing of shorthand should hinder the writing of Roman or Secretary any more then the

the speaking of Latin, or Greek, should hinder the speaking of English.

But in your Booke of Tachygraphy you give severall rules for the leaving out of letters, and whole syllables in many words, will not it be a meanes to make one spell false English? *Quest. 3.*

The principall use of this Art being to write with speed, those letters that are superfluous and are not sounded may well be left out, and therefore in Chap. 1. I have given some rules for that end: yet those that can spell true English, may notwithstanding make use of it in the writing of any other hand. Besides there are many words in our common English, that have some letters in them that are altogether superfluous, and rather hinder then helpe to sound them, and therefore may very well be spared. *Answer.*

CHAP. II.

Of the Letters of the Alphabet.

VV *What is the first rule that I must learne for the attaining the Art of Short-writing.* *Quest. 4.*

You must learne the letters of the *Answer.*
A 4 Alpha-

Alphabet perfectly, that you be able to write any of them without looking on your Copy, as you shall find them set downe in Chap. 2.

Quest. 5. *How shall I know that I make the Characters for the letters the right way?*

Answ. First, each of them are to be made without taking off your Penne, except onely *x y*, which two, being not often used, have their ordinary Characters.

Secondly, those which may conveniently, must be so framed as that you may end them toward your right hand, as *A, E f g b I k l m n o p q r v w z*.

Thirdly, *B* and *S* being just downe-right, you cannot mistake in the making of them.

Fourthly, there are onely 3. that are made with bringing the hand backward, and those are, *C D* and *T*, which notwithstanding are readier for the joyning of any other letter then if they were made otherwise.

CHAP. III.

Concerning the double Consonants.

Quest. 6.

W *Hen I have learned the Letters perfect, y, what is the next rule I must proceed to?*

The

The double Consonants which you shall find in Chap. 3.

Ans^r.

The double Consonants seeme to me harder to learne then the single letters; what direction doe you give for the learning of them?

Quest. 7

The former letters being perfectly learned, there is no difficulty at all in these: for they are the very same letters you had in the former Copy: only there you have them single, and here joyned together, as you may easily perceive by looking on them, and by the directions there given. Therefore you need not bestow a new paines to learne them as the former: for twice or thrice writing them over is sufficient.

Ans^r.

Which is the readiest way for the making of them?

Quest. 8.

You shall find a direction for that in the Chapter of double Consonants: you must still joyne the second consonant to that place where you end the first, and so the third to the second if there be so many, as you shall find there by some examples.

Answer.

But there are some of the double consonants which have no resemblance to the letters of the Alphabet; must not those be learned perfectly?

Quest. 9.

They

Answer.

They must, and they are only foure, namely, *Cb sb th wh*, which you shall find altogether at the end of the Copy which have peculiar markes without relation to the letters.

First, because they cannot be conveniently expressed by their proper characters in so short a roome.

Secondly, being very frequently used, I thought good to fit them with characters that might soone be dispatched.

CHAP. I V.

Concerning the Vowels places.

Quest. 10

I Am satisfied concerning the letters, and double Consonants; how shall I understand the next rule, concerning the vowels places.

Answer.

The directions for knowing each vowels place set downe in Chapter 4. are sufficient for the meanest capacity to understand. The place of each vowell must perfectly be remembred; that as soone as you thinke of that vowell you may know where the place of it is. As for example, if the vowell be *A*, the place of it is just over the head of any

any letter. E, even with the upper part of the letter toward the right hand. I, just against the middest of the letter. O, even with the lower part of it. U, just under the letter about which it is to be placed.

But I have seen in some Bookes of Short-writing, some of the vowels placed behind, and some before, were it not better to place them so, then to set them all upon one side?

Quest. 11

No, those that have so placed the vowels have found it no small hindrance to their speed in writing, and to the reading of what hath beene so written. And it is easie for any to understand, that when the vowels are so placed, as that still the hand is moving forward, it must needs be a helpe to celerity.

Ans.

CHAP. V.

Concerning the use of the Vowels.

YOU have given sufficient direction concerning the placing of the vowels: but in the 5. Chapter, concerning the use of the vowels and their places, though there be some directions and examples, yet I doe not well understand it, therefore I desire some further

Quest. 12

further helpe, and some other examples.

Answ.

First, observe that the Characters for the vowels are never written, but either when a vowel doth beginne a word: or else when two vowels, which must of necessity both be sounded, come together in the middle, or latter end of a word.

Quest. 13

When a vowel doth begin a word, if the next letter following be a consonant, how must I write it?

Answ.

You must joyne that consonant or consonants to the vowel, as you shall find there in these examples,

are arke

eke in

in ebb

ore odd

As also in these which follow,

All ʌ ill Lu

am ʌ or w

end ə err ɔr

and such like.

Quest. 14

When two vowels come together in the beginning of a word, must the characters of them both be written?

Answer.

No, write downe the Character of the former vowel, and then observe where

where the place of the latter Vowel is, and there set the consonant, or consonants following, as you may perceive by these examples.

<i>Aid</i>	<i>eare</i>
<i>eate</i>	<i>oare</i>
<i>aimē</i>	<i>out</i>
<i>aire</i>	<i>ease</i>

And by these which I here adde.

<i>Aile</i>	Λυ
<i>eele</i>	9υ
<i>oate</i>	Ċ
<i>oake</i>	Ĉ

If a word begin with a Consonant, if the next letter be a vowel, must I write the Character of that Vowel?

Quest. 15

No, but in the place of the Vowel, set the consonant that followeth that vowel, as you may see by these instances,

Answer.

<i>ball</i>	<i>bad</i>	<i>nat</i>
<i>bell</i>	<i>bed</i>	<i>net</i>
<i>bill</i>	<i>bid</i>	<i>nit</i>
<i>boll</i>	<i>bod</i>	<i>not</i>
<i>bul</i>	<i>bud</i>	<i>nut</i>

To

To which may be added,

man	7
when	o-
sin	p-
done	2-
gun	y

And the like.

Quest. 16 Suppose two Consonants or more come together, before there come a vowel, must the character of both be written?

Ans. If there come two or three consonants or more together, they must all be joyned together, whether it be in the beginning, in the middle, or end of a word, as you shall see plainly by the directions, and examples for that purpose in Chap. 5. to which these or the like may be added,

brand	7
friend	7
skill	p u
sport	p r
blunt	u

Quest. 17 Must I never take off the pen then till there

there follow a vowel next?

No, alway when you come at a Vowel, take off the Pen, but till then never.

Ans.

What if a word end with a vowel, how is that vowel to be understood?

Quest. 18

By making a tittle in the place of that vowel, as you have in these examples,

Ans.

me crie

die goe

say due

we

As also in these,

Stay ſ

be i.

thy o.

who o.

ſue p.

And such like.

If a word end with y, must the Character of y, be written?

Quest. 19

No, y in the end of a word is sounded sometimes like unto a, and then a tittle in the place of a, is enough, as in these words,

Ans.

say slay

they bray

Or

Or else more usually like *J*, and then set the tittle in the place of *I*, as in these examples,

my *why*

by

And in these.

cry

ŷ.

buy

ı.

fly

ŷ.

CHAP. VI. Of Diphthongs.

Quest. 20

THe places of the single Vowels I think I understand sufficiently: but sometimes there come 2. or 3. vowels together, and I have seene some bookes of Characters, wherein diverse places for Diphthongs are assigned, is it not necessary to have some places for them besides the single Vowels?

Ans. w.

I have seene indeed in some bookes that have beene set forth, such places observed, which I am so farre from judging necessary, that I know them to be very inconvenient, and have bin one reason that neither the Scholars, nor the Authors themselves could either well write, or afterwards read ma-

ny

ny words that they had written, as themselves (convinced by sufficient reasons) have confessed. And besides many other inconveniences, this is one, that it is impossible about a small Character (especially such as are flat, & even with the line) to observe exactly 12. or 14. places, as faine they would if they could; therefore I assigne no more places then those for the single vowels, which are easie to be distinguished about the least character.

How then shall I doe when more vowels then one come together in a word?

Quest. 21

First, if two vowels come together in the beginning of a word, observe that rule given in Chap. 5.

Ans.

Secondly, when two Vowels come together in the middle of a word, often one of them is but lightly sounded, and then that vowel may be wholly left out, as in these instances following.

deare

people

heart

guide

neither

B

To

To which may be added,

reape $\vee\sigma$

haire \vee

wooll \vee

guilt $\vee\sigma$

Quest. 22

But sometimes two Vowels come together, and both must of necessity be pronounced, or else the word cannot be sounded, what must I then doe?

Answ.

You must either write the Character of the latter Vowell in the place of the former, as in these examples,

Lion σ ion

past σ Chaos

quiet

To which I may adde,

foile σ \vee

coine σ \vee

foile σ \vee

sound σ \vee

Or else make a pricke or period in the place of the former vowell, and then in the roome of the latter vowel, write

write the consonant or termination,
or whatever the letter be that follow,
as you have in these examples.

<i>Riot</i>	<i>Giant</i>
<i>Joel</i>	<i>Duell</i>
<i>Dial</i>	

As also you may see by these.

<i>fuell</i>	7 ^u
<i>reall</i>	r ^u
<i>doeg</i>	2.
<i>doing</i>	2.4

CHAP. VII.

Concerning J, and V, consonants.

I Find in Chapter 7. that you say that J
and V, are sometimes used as consonants,
and sometimes as vowels, and there are some
directions how to know them, but I doe not
yet wel understand how to distinguish them
can you give any further direction to make
it somewhat plainer?

Quest. 23

I, is alway a vowell in any word,
wherein it hath its own proper sound,
as in these,

Ans^r.

fire	lr
night	-/
will	lv
kind	^7

And it is a consonant when another
vowell followeth it in the same fillable
as in these,

James	LD
Fob	L,
Fuice	L P
Facob	L, I

Besides, when it is a consonant, the
sound of it is different from the other,
for it is alway sounded like unto G, ei-
ther in the beginning of a word, as in
the examples above, or in the middle
of a word, as in these,

prejudicate	injury
injustice	enjoy

Quest. 24

How shall I distinguish V vowell, from
V consonant?

When V, is a vowel it hath alway its
own proper sound, as in these words,

sure	cure
true	such

And

And it is a consonant when it cometh before another Vowell in the same sillable, and is pronounced by joyning the upper teeth with the lower lip, and is sounded like *f*, but somewhat softer, whether it be in the beginning of a word, as in

variety *vocation*

veniall *vulture*

vigour

Or in the end of a word,

Grave *strive*

atchieve *grove*

Are J and V differently to be used when they are vowels, and when they are consonants?

Quest. 25

When they be sounded as Vowels, the characters of them must be omitted, and the places assigned to them observed, as of the rest of the Vowels, but when they be consonants, the very characters of them must be written as the rest of the consonants, whether it be in the beginning, the middle, or end of words.

Answ.


There is one thing concerning the placing of the Vowels, that doth somewhat trouble me, that is, when there are two sillables or more in a word, if the first vowell be A, and


Quest. 26

the next *v*, or the first be *v*, and the next *a*, the one being just over, and the other just under, how must I place the consonant after the second Vowell?

Answer.

There are not many words wherein it so falleth out, but when such words doe come, if the first Vowell be *a*, incline a little toward the place of *e*, with the next consonant, if it be *u*, incline a little towards the place of *o*, and then you may have room to place the next about that consonant, as in these,

Baruck 

Plutarch 

CHAP. VIII.

Of the markes for beginnings and endings of long words.

Quest. 27

I Make no question but observing these rules I shall be able to write any ordinary word, especially those that are shorter, but how shall I do to expresse longer words that are frequently used in Sermons, and other speeches?

Answer.

There is no word whatsoever in any lan-

language, but it may be written by the former rules, yet as a farther helpe to exactnesse in this Art, I have added other rules which serve onely to abbreviate the former.

What is the next rule then to be learned concerning this Art?

Quest. 28

The prepositions and terminations for long words, which you shall finde in Chap. 8. which you must endeavour to learne perfectly, as you did the letters of the Alphabet.

Ansiv.

Have they any dependance upon any of the former rules?

Quest. 29

They have little or no dependance on the former, yet it is no hard matter in a short time, to learne them, and the benefit by the frequent use of them, wil countervaille the paines in the learning of them, there being many thousands of words wherein this Copy is of use.

Ansiv.

Having learned these perfectly, how shall I make use of them in the writing of long words?

Quest. 30

In the using of them you must observe the same rules, as before in writing words of one or two syllables: and in writing of any word by any of

Ansiv.

the rules, be sure to remember these two things.

First, never remove the Pen from the Paper, untill you come at a vowell.

Secondly, whensoever you come at a vowell take off the Pen, and in the place of that vowell set downe what followeth it.

Quest. 3¹

Answ.

What particular directions and instances doe you give for the use of these markes?

You shall find directions, and examples sufficient in that Chapter.

First, if a consonant follow a preposition, it is to be joyned to it, as in these examples.

<i>condemne</i>	<i>fortune</i>
<i>prefer</i>	<i>rebell</i>
<i>submit</i>	<i>containe</i>

As also in these.

<i>abstaine</i>	<i>H̄</i>	
<i>accerew</i>	<i>T̄</i>	
<i>admit</i>	<i>d̄</i>	
<i>consume</i>	<i>ē</i>	
<i>suppose</i>	<i>pp̄</i>	Or the like

If a vowell follow next after the marke,

marke, the letters after must be dis-
joyned, as in these examples,

<i>courage</i>	<i>potent</i>
<i>support</i>	<i>lament</i>

As also in these,

<i>accuse</i>	⋈
<i>abuse</i>	⋈
<i>addict</i>	⋈
<i>connex</i>	⋈
<i>commend</i>	⋈
<i>liberall</i>	⋈

Or the like

If two of the markes make a whole
word, and no vowell come betweene,
joyne them both together as in these
examples,

<i>reference,</i>	<i>perceive</i>
<i>subject</i>	<i>circumference</i>
<i>former</i>	







Or in these.

<i>consent</i>	⋈
<i>conserve</i>	⋈
<i>action</i>	⋈
<i>absent</i>	⋈
<i>preserve</i>	⋈

If







If there be a marke to end the word,
and none to begin it, you must begin it
with the letters, as in these examples
of

nature never
brother plyable
nation difference

never  motion 
father  vocation 
mother  inference 

If there be a marke to begin a word,
and none to end it, you must end it
with the letters, as in

permit suffer
As also in these.

submit  contemne 
suffice  fuller 
command  forbear 

Quest. 32

Which is the readiest way for the making
of these prepositions and terminations for
long words?

Answr.

You must begin each of them so as
that you take not off the Pen in ma-
king of it, unlesse it be those that can-
not be made otherwise, which are very
few.

Second-

Secondly, begin them so as you may end them towards the right hand, (as indeed the most of them may) and so you shall be the readyer for the joyning of the next letter or marke, if it be to be joyned.

Thirdly, if that which immediately follows your preposition, be a consonant, or termination, and so be to be joyned, you must joyn it where you last made an end of the preposition.

How shall I place the vowels about these markes in long words?

Quest. 33


Answer.


The vowels are to be placed about them, as they are about the single letters, and double consonants. Only remember if the marke to begin a word be such as goeth on toward the right hand, if another letter be to be joyned to it, then the vowell following must be placed about that last letter, and not about the marke before it, as you shall find therein.


contemne

disdaine

As also you may see in these.

consume 

impaire 

rebell 

If

Quest. 34

If a word begin with a consonant or preposition, and a termination immediately follow, which hath a vowel to begin it, must I observe that vowels place, or joyne the termination to the preposition?

Answ.

It must be joyned: for the vowel being in the preposition, you need not make use of the place of that Vowel, as in these expressed.

durable

bring

nation

As also in

stable

relation

duration

Quest. 35

But suppose there come two vowels together, and the termination begin with one of them?

Answer.

Then the termination must be set in that vowels place, as in the examples of

doing

pliable

pious

To which you may adde,

saying

gracious

denyall

And the like.

Quest. 36

I find that the Character for S, is something

thing troublesome to be joyned to some of the letters, as after t, d, f, g, &c. how shall I expresse that?

When it so falleth out, make a pricke or period behind the whole word, as you shall see in the instances of sayings, servants, conserves, Pirates.

Answer.

CHAP. X.

Of characters that resemble one another.

BUt me thinks it should breed some confusion, to have one Character stand for two severall things, as sometimes I find they doe. As for example, the same Character is put for ing, and grace, another both for un, and thus, another both for per, and appeare, how shall I distinguish them?

Quest. 37

They may be differenced thus, when any one mark standeth for two things in the one it is a part of a word, and is alwaies joyned with some other mark or letters, in the other it is a whole word, and so alone by it selfe: which is no hinderance, but a great helpe to the speedy learning of them, for by remembering the one, the other is easily called to minde.

Answ.

Chap.

CHAP. XI.

Whether markes for beginnings may be used for endings, and endings for beginnings.

Quest. 38

May I make use of the markes for endings, to begin words, if they will serve for that purpose?

Ans. w.

Yes, without any inconvenience, as you may see in these examples of *mercy, sentence, durable*, where the marks for terminations are used as prepositions.

To which you may adde,

century

©
v.

duration

3
20

merchant

e 7

And so likewise markes for beginnings may serve for endings, as in these examples,

Joab

L T

diall

2. 10

taper

10

William

e c

Where the prepositions are used for terminations.

Quest. 40

But there are some of the prepositions and terminations which likewise are whole words by themselves, may the marks of them be saved?

Yes,

Yes, *An, as, at, come, fall, for,* and other of the prepositions, as also, *Able, ment, sent, serve, sion,* and others that are terminations, may be used alone for whole words.

Answ.

CHAP. XII.

Examples of words written with the prepositions, and terminations.

I Hope by these directions I shall be able to write any word by the rules; therefore, of what use are those examples in Chap. 12?

Quest. 41

They are principally for the helpe of those that have no other helpe to learne by then the booke, where you shall find commonly two words with each preposition, and each termination, the one of them with a consonant following the preposition, which is therefore joyned, the latter with a vowell following the preposition, which is therefore dis-joyned.

Answ.

But are all these examples perfectly to be learned as the rest of the rules?

Quest. 40

No, not any of them, they are only a patterne of direction for the learner to write other the like words by.

Answ.

Is it needfull that I learne the *markes* for the bookes in the Bible, which I find in Chap. 12?

Quest. 41

There

There is no great necessity; because any of them may be written very short by the former rules: but if any will learne them, the paines is but little, because all of them are framed out of the very letters of the Alphabet, or other significant letters; and so are very little charge to memory.

CHAP. XIII.

Of writing three or foure words in one.

Quest. 42

THere is a rule in Chap. 13. of your Book, for the writing of three or foure words together, as if they were one word, is it requisite that I write words in that manner?

Ansiv.

It may be of use to those that have some while practised the Art: but him that is a learner needs not to trouble himselfe with it. And those that are experienced, will soone understand it by the directions there given.

Quest. 43

I have seen in some Books of Short-writing, many marks for whole sentences, which I thinke should be a great helpe to speed in writing, when one may set downe one marke that shall stand for 8. 10. or 12. words, doe you not think it needfull to make use of such?

I account it a needlesse thing to have many, or indeed any marks for whole sentences. *Ans.*

First, because by the rules of this Art, any speech or Sermon treatably spoken, may be written *verbatim*, without the use of such markes, as there be many hundreds that have been taught by me, can from experience testifie.

Secondly, if a word or two be varied in the sentence by the speaker, either the marke is uselesse, or else the speaker is wronged if it be used, because the reader renders it not in his own words but according as he hath learned it. Yet to give satisfaction to some who have desired it, you shall find a few short sentences, or rather parts of sentences which are usually delivered in those very words, as they are set down in Chap. 13.

CHAP. XIV.

Of the Table.

B *Ut if every word be to be written onely by the rules, there are many words that will be long and troublesome in writing; how shall I doe with them?*

Quest. 44

There is no word that is either very

 long

Answer.

long or troublesome, to be written by the former directions, yet notwithstanding that there may be nothing wanting to further speed, I have collected a Table of words in the end of the Book, which are most frequent in use.

Quest. 45

But I find most of the words in the Table to be short words, were it not more requisite to have markes for longer, and harder?

Answ.

I confesse, some who have published Bookes of this subject have so done,

but I judge it a thing unprofitable, for First, there is no long word but may be written by the former rules.

Secondly, those long, and strange words come not so often, and so marks for them may be forgotten ere there be occasion to use them. Whereas these in the Table are of frequent use in every sentence.

Thirdly, as such words are longer in writing, so are they also in pronouncing.

Lastly, in most of such long words, some part may be omitted, and yet no hinderance to the reading of it, as you may see in Chap. 1.

Quest. 46

Is it necessary having these former rules per-

perfectly, to learne the Table also?

There is no absolute necessity, because as I said, any word in any Language may be written by the former directions: but these words being frequent in use, and somewhat shorter then the letters, being most of them made without removing the pen from Paper, the learning of them will be beneficiall.

Answ.

Is it not an over-charge to memory to learne so many words perfectly as are in the Table?

Quest. 47

It is no great charge to memory: For if you markethem, the greatest part of them are framed out of the Letters of the Alphabet, or some other significant letters, and therefore easily attained And I know there are some formes of Short-writing that have above ten times so many, without any relation to other rules. Besides, those that have weake memories, may learne all, or some, or none of them, and yet by the other rules be able to write anything, though not altogether so short.

Answ.

I find in the Table many words that are set forward in a small Character, that have

Quest. 48

no markes belonging to them, of what use are they?

Ans.

They are set downe to bring the rest of the words into sense, as much as may be (keeping the Alphabetically way) that so they may with more ease be remembred; and the most of them also have their markes in their proper places.

Quest. 49

The pointing of what is written being a great helpe to the right reading of it, how shall I doe for that, seeing some of the Characters for words are like those that are used in pointing?

Answer.

There is no great use of pointing to those that are any thing perfect in this Art: yet there may be some used, as the ordinary period may be used at the end of a full sentence, so it be either set apart by it selfe the space of a word being left before, and after, or elle set it somewhat lower then the line, that it may be knowne from the character for *I*. The Interrogative point may be used in his ordinary forme, and likewise parenthesis; as you find it expressed in the Booke. Likewise those that desire to write the Bible or New Testament, for distinction of

of Verses, shall finde a note of direction there given.

I am now satisfied concerning all the rules contayned in your Booke of Tachygraphy, have you any thing besides concerning this Art, which you have not yet published?

Quest. 50

Answer.

There are some words which I shall now adde, but they are such as require no great paines to learne, the most of them being made our of the letters, double Consonants, Prepositions, and Terminations, which as yet have not bene used for whole words.

pure

pure	σ	else	cp
in	9	philistims	5
urge	v	triumph	8
breed	h	change	u
drinke	7	meanes	p
practise	σv	monster	2
aske	h	carly	w
snare	E	firme	v
strength	L	sharpe	ro
trust	+	worse	rp
lift	7	thirst	rp
pollute	σ	such	>

abbro

abrogate	†	prince	þ
circumcision	⊖	further	~
may	⓪	goe	u
death	ⓐ	according	↑
impure	≠	above	∞
deliberate	8	health	∞
resurrection	κ	sermon	σ
tempt	↗	discover	24
transgresse	2	compasse	∧
uttermost	⊕	sake	⋈
		no	⓪
		damnation	D
		doth	3
		doore	π
		both	δ
		curse	⌘

may

way	5	miser	M
favour	β	heaviness	H
sure	h	Jerusalem	I
act	2	fountain	F
honour	g	Babylon	B
statute	st	sanctification	S
ceremony	de	fearfull	f
perceive	δ	grievous	y
formality	~	first	i
hardness	3	kind	k
whatsoever	l		
virtue	n	examine	e
temptation	T	yesterday	y
sorrow	p	sympathize	z
evident	C	victory.	v
everlasting	E		2



FINIS.

THE TABLE .

37

S			Turne Truth ^{to the} Tyme in Torment Themselves Though Thou Thought This Thus and Then There and Tell yet There Them and They Tast shall Thy of Trouble.	Verse. ^{the}	W	
Stand	~			1	We	1
Saluation ^{or}	5			2	Were	2
Soule of	e			3	Wise	3
Spirit and	L			4	With	4
See	~			5	Whom	5
Selfe to thy	~			6	What in	6
Small for	e			7	Where	7
Secret	f			8	Why and	8
Times	p			9	When	9
of	~			10	Wicked ^{the}	10
loke	h			11	World	11
all	p			12	Would	12
come	s			13	Walk	13
Do	~			14	Words ^{with}	14
Strong they	~			15	Which	15
Send	o			16	Worke	16
Seuerall for	f			17	Was	17
Sacrifice.	g			18	Will	18
ure	t			19	Worship.	19
T			V		Y yet	20
Thou	~		Up ^{with thy}	1	You	1
That	1		Doice	2	Your ^{want}	2
Unke	~		Douche	3	Z	3
to	2		Us	4	Zeale	4
to	~		Understand ^{to}	5		5

D

CHAP. XV.

Generall rules of abbreviation observable in the use of this Art.

THe principall end of the Art of *Short-writing* being to write much in a little time and room, it is not needfull in every word to expresse every letter, but onely so many as may serve to found the word; the rest may bee left out as superfluous: as for example, in these words following:

a	} may bee left out in	feare, deare, heaven,
b		debt, lamb, tombe,
c		science, Scipio, acquit,
d		judge, badge, wedge,
e		enter, end, else,
g		strength, length,
h		ghost, inkern, Christ,
i		fruit, guide, plain,
k		acknowledge, blacke,
l		palme, half, psalme,
n		condemne, solemne,
o		double, deacon, beacon,
p		psaltery, psalme, empty,
s		isle, paganisme, baptisme,
t		elect, reject, ast,
u		plague, league, tongue,
w		write, sorrow, know,
y		obey, say, nay.

and the like.

2 Sometimes two letters or more may bee left out, and yet the word sufficiently

ciently founded: as for example,

th	{	may be	{	schisme,	{	
gb		left out		might, naught,		
ugh		in		brough, burrough,		
on		labour, neighbour,				

and the like.

3 Sometimes a whole syllable may be spared in a word: as for example,

For	{	vehement,	{	write	{	vement,	{	
		Abraham,				Abram,		
		victuall,				vittell,		&c.

4 In the end of some long words, two or three syllables may be omitted without hinderance to the reading of them: for example, for

incomprehensible,	{	write	{	incompr.
abominable:				abomin.
transubstantiation,				transubst.

5 Sometimes the letters that are ordinarily used in the writing of words, may be changed for others of like sound, that are written shorter: as for example,

F is sounded like ph, and may be written in stead of them; as in these words,

for	{	physick;	{	write	{	stiffick,	{	
		Pharisee,				Pharisee,		
		philosophy,				stilosofy,		&c.

F is likewise sounded in the end of words like *ugh*, and may bee written for them: as,

for $\left\{ \begin{array}{l} enough, \\ cough, \\ rough, \end{array} \right. \left\{ \begin{array}{l} write \\ \end{array} \right. \left\{ \begin{array}{l} enuf, \\ cof, \\ rus, \end{array} \right. \quad \&c.$

K may bee written for *ch*, when they have a sound: as,

for $\left\{ \begin{array}{l} patriarch, \\ melancholy, \\ choler, \end{array} \right. \left\{ \begin{array}{l} write \\ \end{array} \right. \left\{ \begin{array}{l} patriark, \\ melankoly, \\ koler, \end{array} \right. \quad \&c.$

X hath the sound of diverse of the double consonants, and may be used in their stead: as for example; it is sounded like

$\left. \begin{array}{l} cc \\ ck, \\ cks \end{array} \right\} \text{in } \left\{ \begin{array}{l} accept, accident: \\ alk, effects: \\ stocks, stocks: \end{array} \right.$
 for which write $\left\{ \begin{array}{l} axept, axident, \\ ax, effex, \\ flox, stox, \end{array} \right. \quad \&c.$

And generally when *s* cometh after *k*, they together have the sound of *x*, and *x* is to bee written for them.

6 The letter *e* may be left out in many words; sometimes in the beginning, sometimes in the middle, sometimes in the end of words.

In the beginning it may bee spared,
when the found of it is drowned in the
found of the next letter following, as it
is alway before *x*: as,

for	{	externall,	{	write	{	externall,
		extent,				xtent,
		extract,				xtract.

Also when it comes before *m*: as,

for	{	emphaſis,	{	write	{	mphaſis,	&c.
		empty,				mpy,	
		embrio,				mbrio,	

Or before *n*: as,

for	{	enſigne,	{	write	{	nſign,	&c.
		enter,				nter,	
		end,				nd,	

And in many words before *f*: as,

for	{	eſcape,	{	write	{	ſcape,	&c.
		eſtabliſh,				ſtabliſh,	
		eſtate,				ſtate,	

Sometimes in the middle of a word *e*
may bee left out, when the found of it
is in the next letter: as,

for	{	alteration,	{	write	{	altration,	&c.
		liberall,				librall,	
		contemne,				contem,	
		flatter,				flattr,	

E in the end of a word may bee left

out, when it cometh after *l*: as,

for	{	single,	{	write	{	single,	}	&c.
		title,				titl,		
		double,				doubl,		

And alwayes, when it serveth onely to produce the former vowel in the same syllable, it may bee left out: as,

for	{	were,	{	write	{	wer,	}	&c.
		name,				nam,		
		those,				thos,		
		die,				di,		

7 When a consonant is doubled in a word, one of them may bee spared: as for *bb*, *ff*, *ll*, write *b*, *f*, *l*:

as, for	{	rabble,	{	write	{	rabl,	}	&c.
		affirm,				afirm,		
		collect,				colect,		

8 Sometimes in this Art, three or foure words may bee joyned together as one word; of which see more, Chap. 12.

9 Lastly, in writing some sentences whole words may bee omitted, which yet in the reading must bee implied, especially in common known sentences: as, for

The fear of the Lord is the beginning of wisdom,
may

may bee writen.

The fear of Lord beginning wisdom.

For, *In the fulnesse of time God sent his Son, &c.*

may bee writen,

In fulnesse time God sent Son, &c.

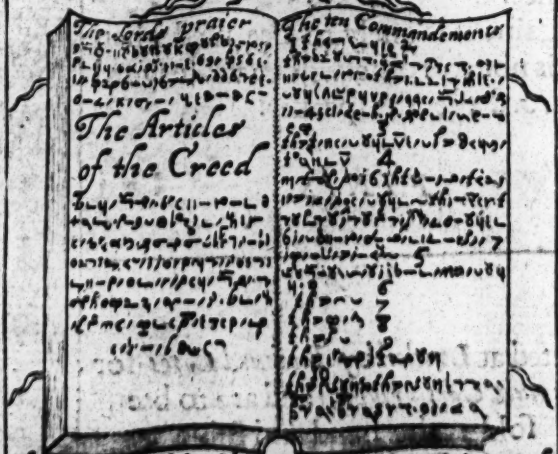
They are not a few that have found benefit by this direction. Those that will make use of it, must have discretion to know what words may bee spared in writing, and yet must bee implied in the reading: for if any principall word be left out, whereby the sense is maimed in stead of a help, it will prove an hinderance.

Again, it is onely to bee used when one is not able otherwise to write word for word after the speaker.

FINIS.



Printed at London by Richard Cotes for
Samuel Cartwright, and are to bee
sold at the hand and Bible
in Ducklane, 1645.



London Printed for Samuel Cartwright and are to be
Sould at the hand and Bible in duck Lane, 1645

